

Facilities Coordinator

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Company: Riverside

Location: United Kingdom

Category: other-general

Job Title: Facilities Coordinator

Contract Type: Permanent

Salary: £31,425 per annum

Working Hours: 37.5 hours per week

Working Pattern: Monday – Friday, 9am – 5pm

Location: Arlington, London - Hybrid

If you share our values and are excited about making a significant impact at Riverside, please ensure you attach a current CV and covering letter. At Riverside we recruit to potential not just on skills and experience, so we encourage you to apply even if you don't meet all the essential criteria on the job description.

The difference you will make as a Facilities Coordinator

The postholder would be responsible for the day-to-day operations and management of facilities within Arlington.

Arlington is the largest mixed use homeless hostel in the UK and the flagship support services. Alongside its 95 supported homes for former rough sleepers, it has 44 low-rent independent studio flats, social enterprises, and commercial businesses in a mixed vibrant environment all under one roof, where our customers can be motivated to get on the right track and find a way to independence. Arlington is also the central office for Care and Support.

About you

We are looking for someone with experience of working within the Housing or Facilities management sector who has the ability to coordinate and direct repair and cleaning teams.

Why Riverside?

One Housing is part of Riverside, we're a housing association with a difference – enhancing the everyday for all our customers. For 90 years, we've been revitalising neighbourhoods and supporting communities by providing the homes they need to live full, fulfilling and rewarding lives.

We have a portfolio of over 75,000 affordable residential and retirement homes across the UK. Our work ranges from homelessness services to social care, employment support to retirement living, and we need the best people on board to help us.

Working with us, you'll enjoy:

Competitive pay & generous pension

28 days holidays plus bank holidays

Flexible working options available

Investment in your learning, personal development and technology

A wide range of benefits

Diversity and Inclusion at Riverside:

We are inclusive. At Riverside, we value diversity in all its forms. We foster a workplace where all individuals are respected, empowered, and heard. Our commitment to inclusivity drives our success and enriches the lives of our customers and colleagues.

Applications may close before the deadline, so please apply early to avoid disappointment.

Role Profile

Person specification

Essential

Experience of working within the Housing or Facilities management sector.

Educated to GCSE level or equivalent

Good working knowledge of Microsoft Word, Excel and Outlook

Good inter-personal skills

The ability to coordinate and direct repair and cleaning teams

Ability to work on own initiative work under pressure to meet deadlines and deliver projects on time . office relocations – office moves or new offices open / closing

Ability to be flexibility over working times as out of hour's cover will be required including evenings and weekends for project / building works

Awareness and commitment to providing a customer focused service

Build and maintain effective links with all Staff, Contractor and external Customers

Health and Safety awareness

Ability to work as part of a team and on own initiative

Knowledge of current legislation, regulation and best practice and the ability to use this knowledge to develop staff and services

Desirable

Experience working as a Facilities Coordinator in a similar setting

Knowledge of Air Condition Plant, BMS Systems and Cooling Towers, must have an understanding of L8 Regulations and knowledge of plumbing and electrical systems

Knowledge of Fire alarm systems and evacuation procedures

Experience in working on word and excel spread sheets

Good written and verbal communication skills

Good organisational skills

First Aid trained

Full UK driving licence

NEBOSH Health & Safety certification

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Cross References and Citations:

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